



LAC LA BICHE COUNTY PROCEDURE

TITLE: LEGAL ADVICE

PROCEDURE NO: CS-14-004

SPECIAL NOTES/CROSS REFERENCE:
CS-14-004 Legal Advice Policy

AMENDMENT DATE: OCTOBER 11, 2016

PROCEDURE:

1. Prior to engaging the services of legal counsel, Administration may consider alternate options to ensure the most efficient and effective use of the County's resources. These options may include, but are not limited to: Government Ministries (i.e. Municipal Affairs), and municipal professional associations. The use of these alternate options shall balance the County's desire to maintain conservative expenditures, while protecting the County's interests.
2. Through this procedure, the Chief Administrative Officer delegates responsibility and authority to contact County solicitors to all Senior Managers. The Chief Administrative Officer may choose to delegate this responsibility to other positions within the organization, whereby that authority will be in writing and under the conditions specified by the Chief Administrative Officer.
3. Senior Managers may further delegate authority to seek legal advice, on an as needed, case-by-case basis, whereby each engagement with legal counsel is authorized by the responsible Senior Manager.
4. When consideration is being given to initiate a legal action, Administration will seek preliminary legal advice as to the prospect of success, alternative options and an estimate of costs.
5. When requesting legal advice, wherever possible, Administration will provide details of all relevant factors or reference all relevant documentation and outline specific issues on which advice is being sought. This shall assist the advisors to provide comprehensive advice.
6. Legal advice shall usually be obtained in a written format, whereby legal advice over the telephone may be obtained in urgent situations. However, all advice shall be ultimately provided in writing.
7. Legal advice shall be obtained from the legal firms appointed by County Council.
8. Administration will give careful consideration to ensure the respect and confidentiality in the transmission of documentation and material.

9. All Senior Managers are responsible for ensuring that the appropriate staff within their management area have read and understood this procedure and are competent to carry out the duties in accordance with this procedure.

“Original Signed”
Chief Administrative Officer

October 26, 2016
Date